



Task-based Activity Cover Sheet

Task Title: Plan One's Day

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment✓ Apprenticeship✓ Secondary School✓ Post Secondary✓ Independence✓	
Task Description: Plan one's day through sequencing work activities.	
Competency: C: Understand and Use Numbers A: Find and Use Information B: Communicate Ideas and Information	Task Group(s): C2: Manage time A1: Read continuous text A2: Interpret documents B3: Complete and create documents
Level Indicators: C2.2: Make low-level inferences to calculate using time A1.1: Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information B3.2a Use layout to determine where to make entries in simple documents	
Performance Descriptors: see chart or click here	
Skill Building Activities: see last page or click here	
Materials Required: <ul style="list-style-type: none">• Pen and Paper	
ESKARGO: Skills and Knowledge Required for Successful Task Performance The learner: <ul style="list-style-type: none">• Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers• Makes simple estimates• Interprets, represents, and converts time using whole numbers, decimals, percentages, ratios, and simple, common fractions (e.g., $\frac{1}{2}$, $\frac{1}{4}$)• Chooses and performs required operation(s); may make inferences to identify required operation(s)• Selects appropriate steps to reach solutions• Converts between units of time (e.g., millennia, centuries, decades, years, months, weeks, days, hours, minutes, seconds)• Uses strategies to check accuracy (e.g., estimating, using a calculator, repeating a calculation, using the reverse operation)	



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Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important Attitude is somewhat important Attitude is very important



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Learner Information and Tasks:

In this task you will complete a schedule with activities that need to be completed in one working day. Each activity will have an amount of time given. Some activities will be completed offsite.

Task 1: Complete the Daily Agenda using the Daily Activity List.

Daily Activity List

Except for lunch, always allow a minimum of 15 minutes between meetings or activities or tasks as sometimes activities can take a bit longer than you had scheduled.

Onsite tasks

- Meet with another staff member - 1/2 hour
- Meeting with boss - 1 hour
- Check and answer email - 30 minutes - required twice daily
- Complete 3 agenda items from a meeting- each item will take 45 minutes

Off site tasks - these tasks require travelling time

- Meeting with project partner at 2 pm - 1 hour meeting time and 15 minute travelling time both there and back to the office



Daily Agenda

Date:	Name:
Time	Activity
A.M.	
8:30 – 8:45	
8:45 - 9:00	
9:00 - 9:15	
9:15 - 9:30	
9:30 - 9:45	
9:45 - 10:00	
10:00 - 10:15	
10:15 – 10:30	
10:30 – 10:45	
10:45 – 11:00	
11:00 – 11:15	
11:15 – 11:30	
11:30 – 11:45	
11:45 – 12:00	
P.M.	
12:00 - 12:30	
12:30 - 12:45	Lunch
12:45 – 1:00	
1:00 - 1:15	
1:15 – 1:30	
1:30 - 1:45	
1:45 – 2:00	



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2:00 - 2:15	
2:15 – 2:30	
2:30 - 2:45	
2:45 – 3:00	
3:00 - 3:15	
3:15 – 3:30	
3:30 - 3:45	
3:45 – 4:00	
4:00 - 4:15	
4:15 – 4:30	
4:30 - 4:45	
4:45 – 5:00	



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Answer Key

Daily Agenda - this is a sample of how the schedule may look - the learners schedule may look different.

Date:	Name:
Time	Activity
A.M.	
8:30 – 8:45	Check and answer emails (1)
8:45 - 9:00	
9:00 - 9:15	
9:15 - 9:30	Meeting with boss
9:30 - 9:45	
9:45 - 10:00	
10:00 - 10:15	
10:15 – 10:30	
10:30 – 10:45	Complete 1 agenda item (1)
10:45 – 11:00	
11:00 – 11:15	
11:15 – 11:30	
11:30 – 11:45	Meet with another staff member
11:45 – 12:00	
P.M.	
12:00 - 12:30	Lunch
12:30 - 12:45	
12:45 – 1:00	Complete 1 agenda item (2)
1:00 - 1:15	
1:15 – 1:30	



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1:30 - 1:45	
1:45 – 2:00	Travel to Meeting with Project Partner
2:00 - 2:15	Meeting with Project Partner
2:15 – 2:30	
2:30 - 2:45	
2:45 – 3:00	
3:00 - 3:15	Travel back to the office
3:15 – 3:30	
3:30 - 3:45	Complete 1 agenda item (3)
3:45 – 4:00	
4:00 - 4:15	
4:15 – 4:30	
4:30 - 4:45	Check and answer emails (2)
4:45 – 5:00	



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
C2.2	<ul style="list-style-type: none"> calculates using numbers expressed as whole numbers, fractions, decimals and percentages 			
	<ul style="list-style-type: none"> makes simple estimates 			
	<ul style="list-style-type: none"> chooses and performs required operation(s); may make inferences to identify required operation(s) 			
	<ul style="list-style-type: none"> selects appropriate steps to reach solutions 			
	<ul style="list-style-type: none"> uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			
A1.1	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follow simple, straightforward instructional texts 			
A2.2	<ul style="list-style-type: none"> uses layout to locate information 			
B3.2a	<ul style="list-style-type: none"> uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> begins to make some inferences to decide what information is needed, where and how to enter the information 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature



Skills Building Activities

Links to Online Resources:

<http://www.gcflernfree.org/everydaylife/edlall/time-practice>

Read through personal and professional notes to determine what time an activity is scheduled.

http://www.mindtools.com/pages/article/newHTE_07.htm

Effective Scheduling article

LearningHUB online courses available:

- **Math, Independent Study (Assigned by practitioner after assessment)**
 - Fractions Asg. #1 & 2
 - Decimals Assignment
- **Essential Skills, Independent Study (Assigned by practitioner after assessment)**
 - Basic Skills for the Real World Asg. #3 & #8
 - Moodle Managing Your Time Assignment
 - Managing Your Time (Moodle)
- **Live Classes (SABA)** –Math Stories, Fractions A, B & C, Decimals A & B,

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF->

[files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf](http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf)